

**DEPARTMENT OF MEDICAL ASSISTANCE SERVICES  
EMPLOYMENT OPPORTUNITY**

This Agency is charged with ensuring proper MEDICAID services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

**CONTRACT ANALYST**

Health Care Compliance Specialist II

Hourly Position # W0212

**HOURLY POSITION – NO STATE BENEFITS**

Pay Band 5, Level I Hiring Range \$18.93 - \$32.52 per hour

Closing Date: April 30, 2007

Long Term Care Division. **HOURLY POSITION – NO STATE BENEFITS**- Limited to 1500 hours per year; generally 30 hours per week. This position provides administrative and technical support to the Long Term Care and Quality Assurance Division in the monitoring of multiple contracts and special projects. Requires comprehensive knowledge of the health and social service needs of the elderly, persons with disabilities, and others with special health care needs. Working knowledge of contracting process and program or project management. Knowledge of Medicaid program policies and procedures preferred. Experience in long-term care, health and social services and work with the elderly or persons with disabilities preferred. Must have demonstrated ability to analyze data and resolve problems; prepare comprehensive reports; and communicate effectively orally and in writing. Must be able to interpret state and federal regulations/policy, and research and identify changes in program requirements and policies. Must have working skill using personal computers for creating documents and managing databases. Bachelor's degree with major coursework in related fields preferred; Master's degree preferred.

<http://jobs.agencies.virginia.gov/applicants/Central?quickFind=68600>

**ONLINE STATE APPLICATION REQUIRED**

**Resumes will not substitute for state applications.** Effective July 1, 2006, DMAS will only accept online applications submitted through the new state online application system called the Recruitment Management System (RMS) by 5:00 p.m. on the closing date referenced above.

**FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED**

Receptionist: 804-786-5408, TDD 800-343-0634

Web site for vacancy listings - RMS: <http://jobs.virginia.gov>

DMAS: [http://www.dmas.virginia.gov/ab-position\\_vacancies.htm](http://www.dmas.virginia.gov/ab-position_vacancies.htm)

**EEO/AA/ADA**